

**AGENDA FOR THE  
REGULAR MEETING  
OF THE  
KINGSPORT HISTORIC ZONING COMMISSION**

April 9, 2012

1:30 p.m.

Kingsport Development Services Center  
201 W. Market Street  
Bob Clear Conference Room

**I. Introduction and Recognition of Visitors**

At this time, Chairman Henderson extends a welcome to all visitors. Time will be allowed at the conclusion of the meeting for public comment.

**II. Old Business:**

1. Approval of the minutes for the regular meeting held November 14, 2011

**III. New Business:**

1. The Commission is asked to consider granting a Certificate of Appropriateness for 151 E. Main Street, located in the Main Street Historic District. The request is submitted by Chris Bowen, the property owner
2. The Commission is asked to consider granting a Certificate of Appropriateness for 2253 Netherland Terrace, located in the Boatyard Historic District. The request is submitted by Hoyt Denton, the property owner

**IV. Other Business:**

1. Receive in-house approval letters (1236 Watauga St, 1118 Watauga St, 430 W. Sullivan St, 434 W. Sullivan St, 121 Shirley St)
2. Receive HZC active project spreadsheet
3. Public Comment

**V. Adjournment**

# **MINUTES OF THE REGULAR MEETING OF THE KINGSPORT HISTORIC ZONING COMMISSION**

November 14, 2011

1:30 p.m.

## **Members Present**

Jim Henderson, Chairman  
Liza Harmon, Vice-Chairman  
Perry Crocker  
Ted Como  
David Oaks

## **Members Absent**

Jim Lewis, Secretary  
Jewell McKinney

## **Staff Present**

Jason Meredith, Planner  
Lynn Tully, Planning Director

## **Visitors Present**

John Stewart  
Lloyd Williams

Jim Henderson, Chairman of the Historic Zoning Commission (HZC), opened the regular meeting at 1:30 p.m. Chairman Henderson took a moment to honor the passing of Hal Spoden and recognize his many contributions to the City of Kingsport and historic preservation. Chairman Henderson then acknowledged the exemplary job done by John and Beverley Perdue, on their garden located in the Main Street Historic District. Next, the Chairman welcomed visitors and called for the approval of the minutes from the August 8, 2011 regular meeting. On a motion by Commissioner Oaks, seconded by Commissioner Como, the regular meeting minutes were approved unanimously.

Under "New Business," the Commission addressed the request to consider granting a Certificate of Appropriateness for 202 Hammond Avenue, located in the Park Hill Historic District. Property owner, Lloyd Williams, was present and provided further details of his request, indicating he would like to install white, vinyl windows, with grates at the top and bottom. He stated that other homes in Park Hill had similar windows and that he would like to install the same style. Discussion ensued. Upon learning that Mr. Williams would like to eventually remove the porch from his house, Commissioner Henderson encouraged him to return before the Commission once he is ready to do so. The Commission stated that while they preferred the outside of the windows to be brown, they understood this may be cost prohibitive and were willing to allow white windows to be installed. Vice-Chairman Harmon recommended the Commission approve white windows, but with the understanding that Mr. Williams will purchase the brown windows if they are within his budget. Chairman Henderson asked Mr. Williams if he would be willing to paint the outside of the windows brown. Mr. Williams agreed to look into that option. Additionally, Mr. Williams agreed to put muttons on windows which require them. Further discussion ensued. Mr. Williams stated his belief that the new \$50 COA application fee is excessive. The Commission agreed and expressed that they would like to see this revised. Mrs. Tully asked that this issue be discussed at a later time after additional options or solutions have been evaluated. Chairman Henderson requested a motion on the COA request. Commissioner Como asked that the motion include language stating the new windows duplicate the existing windows in terms of the number of muttons and lights. Vice-Chairman Harmon requested that a specification sheet be provided prior to final approval being granted. Vice-

Chairman Harmon then moved to approve the request under the condition that the specifications are brought to staff and the specifications meet the guidelines previously discussed. Further, the Commission will approve white windows, should the brown be cost prohibitive to the owner. The motion was seconded by Commissioner Como, and unanimously approved by the Commission.

Next, Vice-Chairman Harmon presented a real estate flyer from a historic neighborhood in Raleigh, NC to the Commission as a positive example of how to inform prospective buyers that a property is in a historic district. Discussion ensued regarding the obligation of a realtor to disclose that a property is in a historic district.

Under “Other Business,” the Commission received the active project spreadsheet.

Next, the Commission received the updated HZC complaint flow chart, which lays out the proper channels for responding to and enforcing citizen complaints regarding historic matters. Commissioner Como requested that the Commission be informed of complaints received by the Building Official and actions taken, as a courtesy. Staff agreed to notify the Commission as a courtesy. Vice-Chairman Harmon requested a report from the Building Official be included on the agenda any month that a complaint is lodged against a property in a historic district. Staff directed the Commission’s attention to a spreadsheet with a list of HZC complaints lodged this year.

Next, the Commission received the Demolition by Neglect flowchart. Vice-Chairman Harmon described the Demolition by Neglect Committee’s investigation into the previous complaints, 434 and 438 W. Sullivan Street. The properties both had maintenance issues which needed to be addressed, but both were deemed structurally sound and did not qualify for Demolition by Neglect. Staff noted that letters were sent to the petitioners to let them know of the findings. Additionally, letters were also sent to the property owners to inform them of the complaints and although their property does not fall into this category, ask them to be mindful of this in the future. Next, staff presented at list of all properties designated as historic landmarks.

Next, Chairman Henderson addressed the format for “Public Comment” at meetings. Vice-Chairman Harmon stated that she prefers a more formal approach, as it cuts down on unsolicited commentary throughout the course of the meeting. She further stated that she values the public’s contributions, but feels it should be presented at the end of the meeting in a more structured, concise manner. Following such a format would help meetings run more smoothly, limit interruptions, and make the public discourse less acrimonious. The Commission concurred and Chairman Henderson will make a statement at the beginning of meetings, informing the public of the procedure.

Next, the Commission revisited the \$50 COA application fee. Mrs. Tully discussed the fee schedule established by the Board of Mayor and Aldermen and the rationale behind it. In order for changes to be made, the Commission would need to make a recommendation to the BMA. Discussion ensued. The Commission stated that they would like the fee to be eliminated. If the fee cannot be eliminated, the Commission would like to reimburse those property owners who complete projects to the letter of the COA. Mrs. Tully asked that someone on the Commission

write a letter to the BMA and staff will carry it through. Chairman Henderson volunteered to work with staff on writing the letter.

Under "Public Comment," John Stewart asked how to access the HZC Complaint and Demolition by Neglect flowcharts. Additionally, he stated that he is supportive of reimbursing the \$50 fee to the property owners.

There being no further business, the meeting adjourned at 3:05 p.m.

Respectfully Submitted,

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Jason Meredith, Planner

## MEMORANDUM

TO: Kingsport Historic Zoning Commission  
FROM: Jason Meredith, Planner  
DATE: March 30, 2012  
PROJECT: 12-104-00001  
SUBJECT: Certificate of Appropriateness for 151 East Main Street

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### INTRODUCTION:

The Commission is asked to consider granting a Certificate of Appropriateness for 151 East Main Street, located in the Main Street Historic District. The request is submitted by Chris Bowen, the property owner.

### PRESENTATION:

The request is to receive a Certificate of Appropriateness to replace signage on the property, located at the corner of 151 East Shelby Street. The proposed street signs will replace the existing Kingsport Chamber signage and will consist of two (2) 4'x6', single sided metal panels, CNC cut with applied graphics and one (1) 4'x6' double sided HDU, CNC cut with applied metal and graphics. Mr. Bowen is also requesting one (1) awning mount sign, with two (2) 18"x120" panels seamed mounted to overhead awning support, flat cut aluminum with simulated brush, first surface applied (matte black) vinyl and orange PMS match. The proposed sign designs and specifications, as well as photos of the existing signage and building, are attached. This improvement is in keeping with adjacent improvements in the Main Street Historic District.

### OPTIONS:

The Commission's Options are as follows:

1. Grant a Certificate of Appropriateness as requested
2. Grant a Certificate of Appropriateness based on modifications
3. Deny Granting a Certificate of Appropriateness and state the reasons for denial in writing
4. Postpone action pending receipt of additional information

### RECOMMENDATION:

The staff recommends option number 1. It is staff's opinion that the proposed changes do not pose a detriment to the historical integrity of the Main Street Historic District, while updating for 21<sup>st</sup> century amenities.

Application for Approval  
Historic Zoning Commission  
Kingsport, Tennessee

Date: 3-30-12File No.: 12-104-00001Date Received: 3/30/12Property Owner: Chris Bowen Address: 151 E. Main St. Kingsport Phone: 423-378-5823Petitioner: Chris Bowen Address: 151 E. Main St. Kingsport Phone: 423-378-5823Property Location: 151 E. Main St. Kingsport, TN  
Street AddressCurrent Use and Condition: Old Kingsport Chamber building

Describe property/structure (e.g., architectural style, date constructed and general history, etc.) Please supply photograph, scaled drawings of plans, elevations and sections, and any other pertinent information to assist the Commission in its decision.

See attached

## Proposed Action:

Alteration/Remodeling/Repair: \_\_\_\_\_ Addition: \_\_\_\_\_

Demolition: \_\_\_\_\_ Moving: \_\_\_\_\_ New Construction: \_\_\_\_\_

Describe in detail all of the actions you plan to take on this property:

See attached

I/we certify the above information is true and correct, and give my/our permission to the City of Kingsport to notify all interested citizens of the time and place for discussion and action on the petition.



Signature

3/29/12  
Date

4' x 6' - Metal backup with vinyl



4' x 6' - HDU, with cnc letters and endcap



2 - 4' x 6' Single Sided Metal panel  
CNC cut with applied graphics.

1 - 4' x 6' Double Sided HDU  
CNC cut with applied metal and graphics.



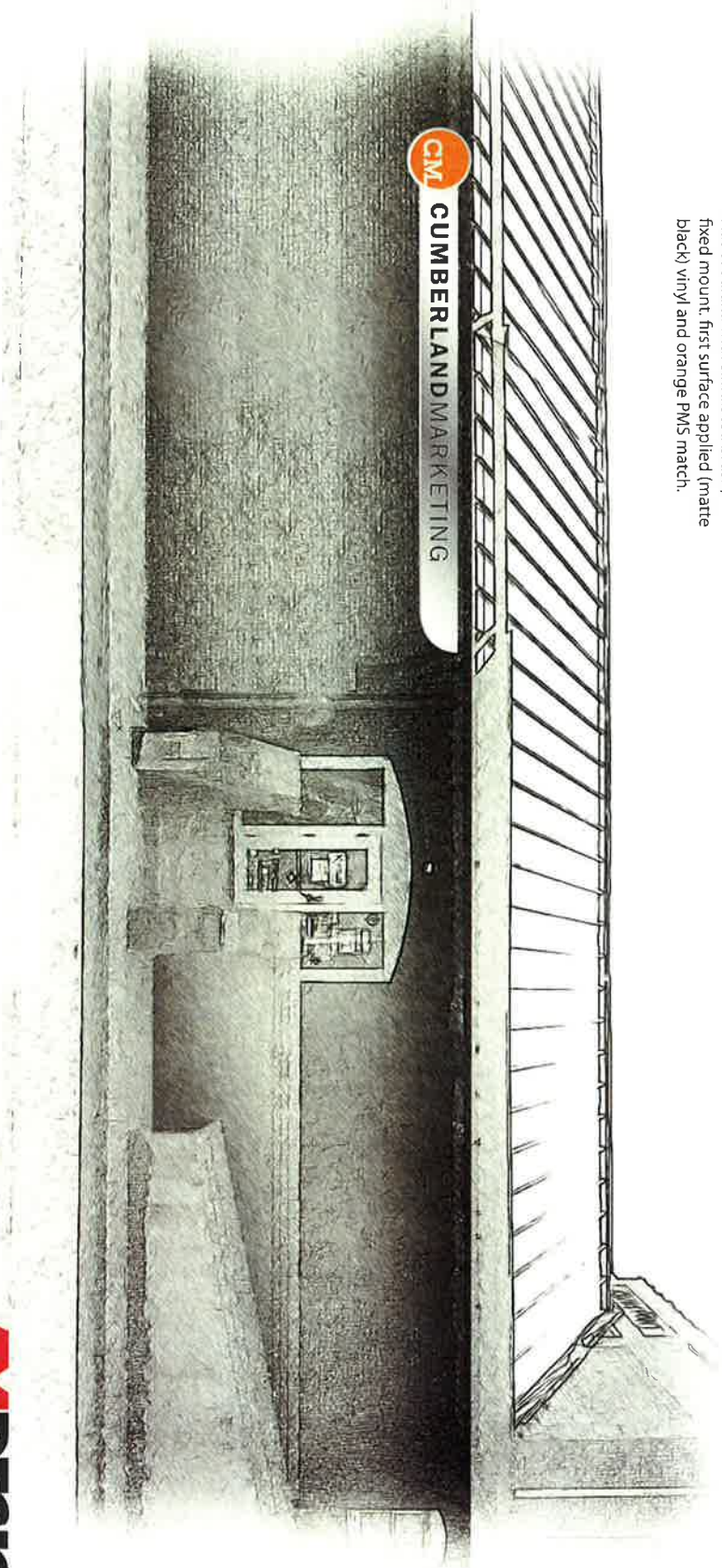


20' Length (11" character)



# CUMBERLAND MARKETING

- 1 - Awning Mount Sign
- 2 - 18" x 120" panels center seamed  
mounted to overhead awning support.  
Flat cut alum. with simulated brush,  
fixed mount. first surface applied (matte  
black) vinyl and orange PMS match.







## MEMORANDUM

TO: Kingsport Historic Zoning Commission  
FROM: Jason Meredith, Planner  
DATE: March 30, 2012  
PROJECT: 12-104-00002  
SUBJECT: Certificate of Appropriateness for 2253 Netherland Terrace

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### INTRODUCTION:

The Commission is asked to consider granting a Certificate of Appropriateness for 2253 Netherland Terrace, located in the Boatyard Historic District. The request is submitted by Hoyt Denton, the property owner.

### PRESENTATION:

The request is to receive a Certificate of Appropriateness to install an 18-pane front door, install two (2) nine-pane rear doors, replace ten (10) existing windows with 12-pane, single hung windows, install an eight foot by four foot balcony over rear door using pressure treated lumber, repair leaking roof, repaint roof using green colored roof coating, repaint exterior white, and remove the chimney on the property, located at 2253 Netherland Terrace. Photos are attached below. These improvements are in keeping with adjacent improvements in the Boatyard Historic District.

### OPTIONS:

The Commission's Options are as follows:

1. Grant a Certificate of Appropriateness as requested
2. Grant a Certificate of Appropriateness based on modifications
3. Deny Granting a Certificate of Appropriateness and state the reasons for denial in writing
4. Postpone action pending receipt of additional information

### RECOMMENDATION:

The staff recommends option number 1. It is staff's opinion that the proposed changes do not pose a detriment to the historical integrity of the Boatyard Historic District, while updating for 21<sup>st</sup> century amenities.

Application for Approval  
Historic Zoning Commission  
Kingsport, Tennessee

Date: 3/30/12

File No.: 12-104-00002

Date Received: 3/30/12

Property Owner: Hoyt Denton Address: 2253 Netherland Terrace Phone: 423-384-3333

Petitioner: Hoyt Denton Address: 204 St. Charles Place Phone: 423-384-3333

Property Location: 2253 Netherland Terrace  
Street Address

Current Use and Condition: Vacant and deteriorating

Describe property/structure (e.g., architectural style, date constructed and general history, etc.) Please supply photograph, scaled drawings of plans, elevations and sections, and any other pertinent information to assist the Commission in its decision.

See attached

Proposed Action:

Alteration/Remodeling/Repair: x Addition: \_\_\_\_\_

Demolition: \_\_\_\_\_ Moving: \_\_\_\_\_ New Construction: \_\_\_\_\_

Describe in detail all of the actions you plan to take on this property:

See attached

I/we certify the above information is true and correct, and give my/our permission to the City of Kingsport to notify all interested citizens of the time and place for discussion and action on the petition.

Hoyt Denton  
Signature

3/29/12  
Date

Meeting date and time: April 9, 2012 @ 1:30 pm.

Meeting location: Bob Clear Conference Room  
Development Services Bldg.

\*By signing this application you are verifying that you have been informed of the location, date and time of the public meeting.

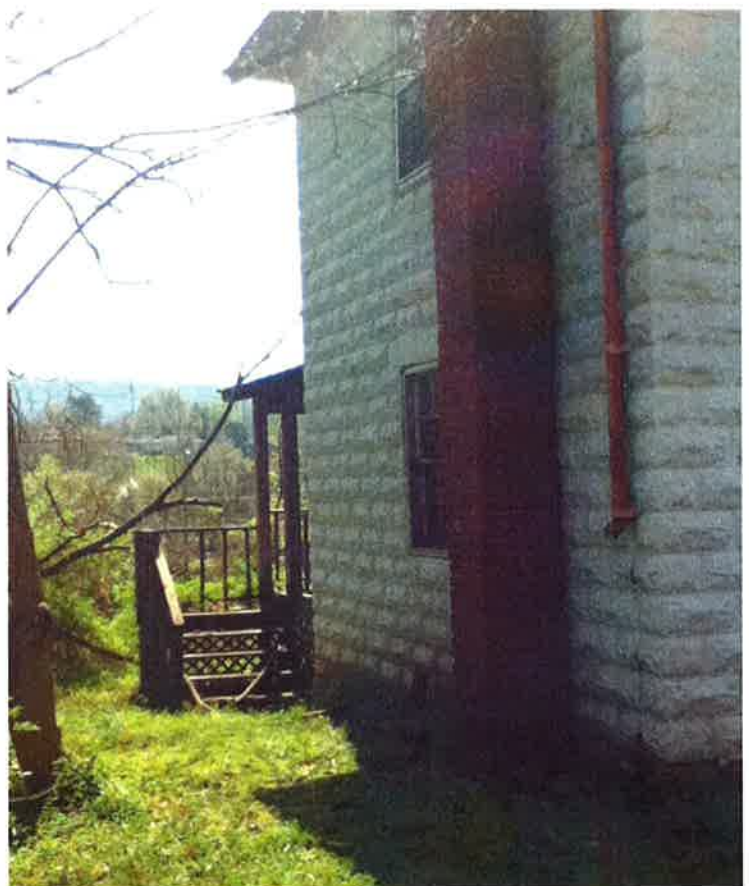
Describe in detail all of the actions you to take on the OUTSIDE of this property:

1. Remove trash, mow appropriate areas and trim shrubbery.
2. Install 18 pane front door. Exhibit A
3. Install two nine pane rear doors. Exhibit B
4. Replace ten existing windows with 12 pane single hung windows. Exhibit C
5. Install eight foot by four foot balcony over rear door using pressure treated lumber.
6. Repair leaking roof.
7. Repaint roof using green colored roof coating.
8. Repaint exterior walls using white paint.
9. Remove faulty leaning nonusable chimney.















## CITY OF KINGSPORT, TENNESSEE

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December 15, 2011

RE: In-house Approval

Mr. Henri Valk  
1236 Watauga Street  
Kingsport, TN 37660

Dear Mr. Valk:

This letter is to notify you of an in-house approval by the Historic Zoning Commission for the installation of a roof on your home, located at 1236 Watauga Street. in the Watauga Street Historic District. It is understood that the current black, asphalt three tab shingle roof will be replaced with black, asphalt architectural shingles.

This approval is good only for the actions listed above. Any other new or additional changes will require review by the Commission. Thank you and we hope your project is a successful one.

Sincerely,

Jason Meredith  
Historic Planner

cc: File  
Building Official





## CITY OF KINGSPORT, TENNESSEE

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February 22, 2012

RE: In-house Approval

Mr. Ken Maness  
1118 Watauga Street  
Kingsport, TN 37660

Dear Mr. Maness:

This letter is to notify you of an in-house approval by the Historic Zoning Commission for an addition to the rear of your home, located at 1118 Watauga Street, in the Watauga Street Historic District. It is understood that the addition is situated at the rear of the home in such a way that it will not disturb the façade and shall be compatible with the existing architectural style of the home.

This approval is good only for the actions listed above. Any other new or additional changes will require review by the Commission. Thank you and we hope your project is a successful one.

Sincerely,



Jason Meredith  
Historic Planner

cc: File  
Building Official





## CITY OF KINGSPORT, TENNESSEE

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February 29, 2012

RE: In-house Approval

Ms. Rhonda Dingus  
P.O. Box 1063  
Kingsport, TN 37662

Dear Ms. Dingus:

This letter is to notify you of an in-house approval by the Historic Zoning Commission for the replacement of the roof, for the property located at 430 W. Sullivan Street, in the Park Hill Historic District. It is understood that the current roof will be replaced with "reddish-brown," architectural shingles. The roof will match the style and color, and be replaced at the same time as the new roof for the neighboring property located at 434 W. Sullivan Street.

This approval is good only for the actions listed above. Any other new or additional changes will require review by the Commission. Thank you and we hope your project is a successful one.

Sincerely,

Jason Meredith  
Historic Planner

cc: File  
Building Official





## CITY OF KINGSPORT, TENNESSEE

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February 29, 2012

RE: In-house Approval

Ms. Jan Silver  
6812 Forest Hills Drive  
Plano, TX 75023

Dear Ms. Silver:

This letter is to notify you of an in-house approval by the Historic Zoning Commission for the replacement of the roof, for the property located at 434 W. Sullivan Street, in the Park Hill Historic District. It is understood that the current roof will be replaced with "reddish-brown," architectural shingles. The roof will match the style and color, and be replaced at the same time as the new roof for the neighboring property located at 430 W. Sullivan Street.

This approval is good only for the actions listed above. Any other new or additional changes will require review by the Commission. Thank you and we hope your project is a successful one.

Sincerely,

Jason Meredith  
Historic Planner

cc: File  
Building Official





## CITY OF KINGSPORT, TENNESSEE

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April 4, 2012

RE: In-house Approval

Hammond House  
c/o Mr. Jim Austin  
4509 Beechcliff Dr  
Kingsport, TN 37664

Dear Mr. Austin:

This letter is to notify you of an in-house approval by the Historic Zoning Commission for the installation of a flagpole on the Hammond House property, located at 121 Shirley Street, in the Boatyard Historic District. Further, it is understood that the 20" metal flagpole will have a decorative circle at the base and will be located in the front yard, to the side of the house. This approval is good only for the actions listed above. Any other new or additional changes will require review by the Commission. Thank you and we hope your project is a successful one.

Sincerely,

Jason Meredith  
Historic Planner

cc: File  
Building Official



# Historic Zoning Commission- Active Project List

<u>Project</u>	<u>Applicant</u>	<u>District</u>	<u>Commissioner</u>	<u>COA Date</u>	<u>COA Expires</u>	<u>Est. Start Date</u>	<u>Est. Completion Time</u>
1342 Watauga St (Construct garage)	McCroskey, Steve	WS	McKinney	5/26/2011	11/26/2011	n/a	n/a
277 Hammond Ave (Paint door)	Pope, John	PH	Lewis	6/15/2011	12/15/2011	n/a	n/a
209 Hammond Ave 213 Hammond Ave (Paint)	Hutchins, Melanie	PH	Lewis	9/20/2011	3/20/2012	n/a	n/a
202 Hammond Ave (replace windows)	Williams, Lloyd	PH	Lewis	11/14/2011	5/14/2012	n/a	2 months
1236 Watauga St (replace roof)	Valk, Henri	WS	McKinney	12/15/2011	6/15/2012	n/a	n/a
1118 Watauga St (rear addition)	Maness, Ken	WS	McKinney	2/22/2012	8/22/2012	n/a	n/a
430 W. Sullivan St (replace roof)	Dingus, Rhonda	PH	Lewis	2/29/2012	8/29/2012	n/a	n/a
434 W. Sullivan St (replace roof)	Silver, Jan	PH	Lewis	2/29/2012	8/29/2012	n/a	n/a
121 Shirley St (flagpole)	Hammond House	BY	Oaks	4/4/2012	10/4/2012	n/a	n/a
151 E. Main St (replace sign)	Bowen, Chris	MS	Harmon	4/9/2012	10/9/2012	n/a	n/a
2253 Netherland Terr (doors, windows, roof, balcony)	Denton, Hoyt	BY	Oaks	4/9/2012	10/9/2012	n/a	n/a